



# Exhibitor Workshop Contract

NCTM 2014 Regional Conferences • [www.nctm.org/regionals/](http://www.nctm.org/regionals/)  
Indianapolis, IN • October 29–31 | Richmond, VA • November 12–14 | Houston, TX • November 19–21

Sales Contact: Liz Barrett • Phone: 301-215-6710 x114 • Fax: 301-215-7704

Take exhibiting to the next level by participating in these one-hour sessions that allow you to showcase your products and services with more in-depth information and hands-on instruction. Workshops are available only to companies exhibiting at the NCTM Regional Conferences and Expositions.

Assignments are made on a first-come, first-served basis. NCTM makes no guarantees as to the attendance or the popularity of these workshops. To reserve space, please fax signed contract to Liz Barrett at 301-215-7704 and mail nonrefundable full payment to NCTM.

## 1 WORKSHOP INFORMATION

Information on submitting your workshop title and description will be provided with your order confirmation. Please select workshop day(s) and indicate quantity:

### INDIANAPOLIS, IN

Thursday, October 30, 2014 \_\_\_\_\_ x \$630 = \$ \_\_\_\_\_

Friday, October 31, 2014 \_\_\_\_\_ x \$630 = \$ \_\_\_\_\_

### RICHMOND, VA

Thursday, November 13, 2014 \_\_\_\_\_ x \$630 = \$ \_\_\_\_\_

Friday, November 14, 2014 \_\_\_\_\_ x \$630 = \$ \_\_\_\_\_

### HOUSTON, TX

Thursday, November 20, 2014 \_\_\_\_\_ x \$630 = \$ \_\_\_\_\_

Friday, November 21, 2014 \_\_\_\_\_ x \$630 = \$ \_\_\_\_\_

TOTAL AMOUNT: \$ \_\_\_\_\_

## 2 COMPANY CONTACT INFORMATION

\_\_\_\_\_  
Contact Person Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province      Zip/Postal Code      Country

\_\_\_\_\_  
Phone and Ext.      Fax

\_\_\_\_\_  
E-mail      Website

## 3 PAYMENT INFORMATION (NCTM Tax ID #52-6057004)

Check enclosed US\$ \_\_\_\_\_ (Make checks payable to NCTM)

Charge my:  MasterCard  VISA  AMEX

\_\_\_\_\_  
Amount to be Charged

\_\_\_\_\_  
Credit Card Number      Security Code

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Cardholder's Name

\_\_\_\_\_  
Cardholder's Signature

## 4 SIGNATURE AND AGREEMENT

By signing below, exhibitor agrees to abide by the responsibilities set forth on this page and in the Terms and Conditions on the second page of this contract. Any violation on the part of the exhibitor will nullify the exhibitor's right to occupy the meeting space. Exhibitor will not be released from liability and will forfeit to NCTM all monies that have been paid.

\_\_\_\_\_  
Authorized Signature      Date

\_\_\_\_\_  
Print Name and Title

### Mail or fax this form to:

The Townsend Group, 2 Wisconsin Circle, Suite 900, Chevy Chase, MD 20815 USA • Phone: 301-215-6710 x103 • Fax: 301-215-7704

### Send payment to:

National Council of Teachers of Mathematics, 1906 Association Drive, Reston, VA 20191-1502 • Phone: 703-620-9840 • Fax: 703-476-2970



## Exhibitor Workshop Terms and Conditions

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**Time Slots:** Limited time slots are available and are assigned on a first-come, first-served basis. The one-hour workshops are held on Thursday, 8:00 a.m.–4:30 p.m. and Friday, 8:00 a.m.–3:00 p.m.

**Setting:** Rooms with theater-style seating for up to 100 attendees are provided for Exhibitor Workshops. Rooms cannot be reconfigured.

**Cost:** The fee is \$630 per workshop. The full nonrefundable payment is due with your contract.

**What NCTM Provides:**

- Workshop room and schedule
- Room signs
- Directional signs to workshop location
- LCD projector with screen
- Lapel microphone with speakers
- Theater-style setup for up to 100 attendees. Room cannot be reconfigured.
- Listing of your company name, title of the workshop, and a brief description in the Program Book (if contract and description are received by July 25, 2014), the onsite Daily News, as well as the NCTM Online Session Planner. Please note that NCTM cannot guarantee attendance at these workshops.
- NCTM will send instructions for providing company details and workshop description.

**What You Need to Provide:**

- Additional audiovisual arrangements and associated costs
- Promotion of the workshop
- Adherence to the workshop schedule and clearance of the room after your session

Initials: \_\_\_\_\_